

BUDGET & OPERATIONS ANALYST

PURPOSE: Assist with the overall administration, monitoring, and improvement of the financial and budget performance of assigned departments, and analyze departmental operations to evaluate efficiency and effectiveness.

FUNCTIONAL AREAS: Under the direction of the department director:

1. Assist with the administration of the overall financial operations, budgeting, forecasting and strategic planning for assigned departments.
 - * A. Collaborate with department directors and managers and the Budget Manager to develop departmental strategic plans, budgets, and financial forecasts.
 - * B. Interpret quantitative data and build consensus through the presentation and review of data, and through solicitation of feedback and input.
 - * C. Act as liaison between the department and all financial office staff.
 - * D. Monitor expenditures and encumbrances for conformity to budget; analyze monthly financial results to determine and report underlying causes for department performance and variances between current periods and budget, forecast and prior periods.
 - * E. Review requisitions for conformance to budget and notify management of requests for non-budgeted items.
 - * F. Assist Budget Manager and department manager in developing departmental budget procedures and review processes.
 - * G. Assist department managers and Budget Manager in developing departmental capital improvement plans and specific capital projects; review capital requests and provide analytical support to determine project costs and benefits.
 - * H. Assist City Auditor in the analysis of month-end close figures; collaborate with City auditor staff and key managers to research and correct any errors.
 - * I. Compile departmental data for City reporting requirements, ensuring the accuracy of financial forecasts, budgets and strategic plans; monitor department financial reporting and planning systems to ensure data integrity.
2. Analyze departmental operations to evaluate efficiency and effectiveness.
 - * A. Evaluate departmental operations and procedures using various analytical procedures, and make recommendations for improving productivity, efficiency and effectiveness.
 - * B. Based on research and recommendations, develop draft policies and procedures for administrative review.
 - * C. Serve as coordinator for the department's performance management processes.
 - * D. Establish and implement key metrics to evaluate the operating efficiency of the department.
3. Perform related office functions.
 - A. Prepare and provide timely and accurate department payroll information for the Payroll Division, and review and correct errors.
 - B. Prepare and provide necessary data for all worker related reporting requirements.

- * C. Approve purchases and travel requisitions after analysis to determine availability of budgeted funds, appropriateness of requested expenditure and approval by manager.
- * D. Prepare reports and graphic presentations.
 - E. Perform related tasks as assigned by the Department Director, Budget Manager, or Chief Financial Officer.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. A four-year bachelor's degree in accounting, finance, business administration or a related field with at least two (2) years of experience in financial planning, reporting or business analysis.

Knowledge Requirements

- ◆ A. Knowledge of the operation of automated accounting and budgetary record-keeping systems.
- ◆ B. Knowledge of budgetary and financial record-keeping methods and practices.
- ◆ C. Knowledge of general accounting principles and procedures.
- ◆ D. Knowledge of the methods and techniques used in statistical and fiscal analysis.
 - E. Knowledge of pertinent local, state, and federal laws and City policies, rules and regulations.
- ◆ F. Knowledge of the principles of process improvement.
- ◆ G. Knowledge of effective research methods.

Skill Requirements

- ◆ A. Skill in operating standard office equipment.
- ◆ B. Skill in operating a personal computer and software applications including word processing, database analytical tools, spreadsheet and presentation software, to effectively produce complex, professional reports, charts, and other documents.
- ◆ C. Skill in communicating effectively, both orally and in writing.
- ◆ D. Strong analytical and critical thinking skills, with ability to challenge and research factors behind the financials.

Ability Requirements

- ◆ A. Ability to work independently, meet deadlines, work under pressure and handle changing priorities.
- ◆ B. Ability to make arithmetic calculations with high degree of accuracy, and to be detail oriented.
- ◆ C. Ability to develop and maintain effective working relationships with supervisors, co-workers, other city departments and organizations.
- ◆ D. Ability to provide customer service in a collaborative, consultative, and positive manner.

- E. Ability to evaluate operations and make budget and operational recommendations based on findings.
- ◆ F. Ability to develop record-keeping systems and to maintain records.
- ◆ G. Ability to read, apply and explain rules, regulations, policies and procedures.
- ◆ H. Ability to attend work on a regular basis.

Physical Requirements

- ◆ A. Ability to sit for extended periods of time.
- ◆ B. Ability to occasionally lift and carry items weighing up to 10 pounds.
- ◆ C. Visual acuity to prepare and analyze data and figures.
- ◆ D. Manual dexterity to use keyboard and calculator.
- ◆ E. Ability to talk and hear to obtain and provide information.

* Essential functions of the position

◆ Job requirements necessary the first day of employment

Anlst: JA	Class:3121	Union: Basic	Pay: 133	CSB: 20090804
CC: 20090928	Res: 09-0584R	EEOC: Professional	EEOF: Police Protection	WC: 8810